



Republic of the Philippines
Province of Pampanga
City of San Fernando



Office of the Bids and Awards Committee
REQUEST FOR QUOTATION
(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)

Project Title : **Supply and Delivery of First Aid Kits to be used for the Safe Measures for Kids (Child Injury Prevention) during the 49th Nutrition Month Celebration in the City of San Fernando, Pampanga**

Location of the Project : **City Health Office**

Company Name

Date : **Aug 8, 2023**

PR No. : **2023-08-01757**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, August 14, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Francis Chester M. Flores

Engr. Michael N. Quizon, Jr.
BAC Chairperson

NOTE:

1. ALL ENTRIES MUST BE READABLE
2. DELIVERY PERIOD WITHIN _____ CALENDAR DAYS
3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
1	100	set(s)	First Aid Kits: 1 pc-cotton balls 50's 3 pcs-sterile gauze pads 4x4 12 ply 1 roll-surgical tape 1-inch x 10 yards 1 pc elastic bandage 2-inches x 5 yards 12 pcs antiseptic plastic strip 1 btl Povidone Iodine 60ml 1 btl 70% Isopropyl Alcohol 250ml 1 Reusable Ice Bag 6" Double Layer Health Medicine First Aid Kit			
Total Amount:						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.

Printed Name/ Signature

Tel No./ Cellphone No.

Date

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF FIRST AID KITS TO BE USED FOR THE SAFE MEASURES FOR SAFE KIDS (CHILD INJURY PREVENTION) DURING THE 49TH NUTRITION MONTH CELEBRATION IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The City of San Fernando is one of the areas with numerous numbers of suspected and confirmed measles in the region. Based from the City Epidemiological and Surveillance Unit report, there are 2 measles cases (suspected and confirmed) in 2021 which was massively decreased compared from the previous year (2020) with 15 measles cases. The city government will also continuously provide COVID 19 services to all eligible priority groups as part of its COVID 19 response.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the **SUPPLY AND DELIVERY OF FIRST AID KITS TO BE USED THE SAFE MEASURES FOR SAFE KIDS (CHILD INJURY PREVENTION)** during the 49th Nutrition Month Celebration in the City of San Fernando, Pampanga is included in the PPMP with the **Ref. No. 2989** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SEVENTY-FIVE THOUSAND PESOS (75,000.00)**.

III. OBJECTIVES

The objectives of the **SUPPLY AND DELIVERY OF FIRST AID KITS TO BE USED THE SAFE MEASURES FOR SAFE KIDS (CHILD INJURY PREVENTION)** are as follows:

- To reduce the incidence of morbidity and mortality on child related injury secondary to road and household accidents.
- Recognize child safe environment based on the child injury prevention checklist.
- Identify possible dangers in the school, community and home based on the child injury prevention tools.
- Provide early intervention using the First Aid Kits for minor injuries.

IV. COVERAGE/SERVICES

The City Health Office continues to provide awareness to hazardous environment for children for child injury prevention. Through the conduct of Child safe environment Lecture and First Aid Training, parents or guardians as well as the ECCD workers will be more aware on the imminent harm the current hazardous environment their child is exposed to. With that, proper and timely prevention and intervention for these injuries are necessary to prevent morbidity or even mortality.

V. TERMS AND CONDITIONS

During the procurement process and delivery/implementation of the contract, the end-user and the supplier/ contractor shall:

- a. Specifications/Schedule of Requirements
 - The items requested should be complete upon delivery and should be in good condition and packaging.

Office Supplies

Quantity	Unit	Item Description/ Specification	Delivery Date	Location
100	pcs	<p style="text-align: center;">First Aid Kits</p> <p>Inclusions: 1 pack-cotton balls 50's, 3pcs-sterile gauze pads 4x4 12ply, 1 roll-surgical tape 1-inch x 10 yards, 1pc-elastic bandage 2inches x 5 yards, 12pcs-antiseptic plastic strip, 1-Povidone Iodine 60ml, 1-70% Isopropyl Alcohol 250ml, 1-Reusable Ice bag 6", Double layer health medicine first aid kit</p>	July to September, 2023	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

b. Procurement Process

- For the End- user, ensure the completion of the documents in order to proceed with the procurement process.
- For the supplier/ provider, ensure the completeness of the documents being required by the Bids and Awards Committee (BAC) for the procurement process on- time based on the procurement schedule including this TOR duly signed by the end- user and confirmed by the supplier/ provider.
- If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.
- For the End- user, present clearly this TOR during the Pre- Bid Conference for the information of the prospective bidder/s (for Competitive/ Public Bidding), and present by the Buyer with the assistance of the End- user (for Alternative Methods of Procurement).
- Ensure that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
- Comply with the provisions of the Procurement Law regardless of the mode of procurement, whether Competitive/ Public Bidding or the use of Alternative Methods of Procurement.

c. Delivery/ Implementation period

- Strictly observe the "No Purchase Order (PO)/ Contracts, No Delivery" Policy and comply with the delivery period.
- The Delivery Period shall be on prior to the said activity date.
- During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
- In case there is a change in the Delivery Schedule and specifications, the End- user through the Procurement Officer shall coordinate with the CGSO- Procurement Management Division (PMD) for the latter to advise the supplier/ contractor regarding the concern.
- Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
- For onsite delivery, ensure the coordination with the Inspector from the CGSO- Property and Supply Management Division (PSMD) for the inspection of the delivery in terms of quantity and quality of medical supplies and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

The CGSO-PSMD shall inspect and accept the delivery provided that all the specifications/descriptions of items requested are complied

Such documents will be used in notifying the concerned offices on the delivery such as the City Accountant's Office (CAccO) and Commission on Audit (COA) to include the same in the Payables.

VI. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of items being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- d. Provide necessary and readily- available documents such as during the conduct of post- audit.
- e. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared and submitted by:



Myrna Antoinette T. Dela Cruz
City Nutrition Program Coordinator

Approved by:



ROWENA L. SALAS, MD
City Health Officer II

CONFORME:
Signature over printed name

Date

Note: This TOR shall form part of the Contract and should be strictly followed by both parties otherwise, the implementation of the project/ program might be affected as well as the performance of the supplier/ contractor